



# Muscogee (Creek) Nation

## TERO - Tribal Employment Rights Office

P.O. Box 580, Hwy 75 & Loop 56

Okmulgee, OK 74447

918.549.2963

fax: 918.549.2969

### REQUIRED DOCUMENTS CHECK LIST

INCOMPLETE APPLICATIONS SHALL BE RETURNED AND NOT BE CONSIDERED FOR REVIEW UNTIL ALL REQUIRED DOCUMENTS ARE SUBMITTED. ALL APPLICATIONS WILL BE SUBJECT TO A SITE VISIT PRIOR TO APPLICATION REVIEW.

#### Single Proprietor

- ☐ Driver's License
- ☐ Certificate of Degree of Indian Blood (CDIB)
- ☐ Tribal Citizenship Card
- ☐ Federal Identification Number or Social Security Number
- ☐ Equipment List (Over \$250 Value)
- ☐ Current Financial Statement (Profit & Loss Statement)
- ☐ Current Year Business Federal Income Tax Return (All Schedules)
- ☐ Copy of Bank Signature Card
- ☐ Two (2) Cancelled Checks for Accounts Payable (No Voided Checks)
- ☐ Copy of Current Payroll Checks
- ☐ Business Portfolio
- ☐ Any Licenses, Minority Certificates or Other Certificates If Applicable

#### Partnership

- ☐ Agreement or Amendments
- ☐ TERO Form P-1
- ☐ Driver's License
- ☐ Certificate of Degree of Indian Blood (CDIB)
- ☐ Tribal Citizenship Card
- ☐ Federal Identification Number or Social Security Number
- ☐ Equipment List (Over \$250 Value)
- ☐ Current Financial Statement (Profit & Loss Statement)
- ☐ Current Year Business Federal Income Tax Return (All Schedules)
- ☐ Copy of Bank Signature Card
- ☐ Three (3) Cancelled Checks for Accounts Payable
- ☐ Copy of Current Payroll Checks
- ☐ Business Portfolio
- ☐ Any Licenses, Minority Certificates or Other Certificates If Applicable

#### LLC

- ☐ Driver's License
- ☐ Certificate of Degree of Indian Blood (CDIB)
- ☐ Tribal Citizenship Card
- ☐ Federal Identification Number or Social Security Number
- ☐ Equipment List (Over \$250 Value)
- ☐ Current Financial Statement (Profit & Loss Statement)
- ☐ Current Year Business Federal Income Tax Return (All Schedules)
- ☐ Copy of Bank Signature Card
- ☐ Copy of Current Payroll Checks
- ☐ Three (3) Cancelled Checks for Accounts Payable (No Voided Checks)
- ☐ TERO Forms P-1 and M-1
- ☐ Copy of Certificate
- ☐ Articles of Incorporation (Showing State Approval)

Continued to Next Column

- ☐ Business Portfolio
- ☐ Any Licenses, Minority Certificates or Other Certificates If Applicable

#### Corporation

- ☐ Articles of Incorporation (Showing State Approval Date)
- ☐ Complete Copy of By-Laws and Certification of Incorporation
- ☐ Front and Back Copies of all Issued and Voided Stock Certifications (Not a Specimen)
- ☐ Minutes of First and Last Corporate Organizational Meetings; All Resolutions Affecting Ownership
- ☐ Complete Copy of Stock Transfer Ledgers and Stock Register
- ☐ Proof of Stock Purchases (i.e., Front and Back Copies of Cancelled Check, Cashier's Check, Money Order, etc.)
- ☐ List of Officers and Numbers of Shares
- ☐ Sworn Statement of Proper Office that States:
  - ☐ Total number of shares
  - ☐ Stock(s) sold
  - ☐ Amount of cash
  - ☐ Total indebtedness

All information submitted pertaining to the corporation and shareholders shall be signed by the corporation president and attested to by the corporate secretary and shall bear corporate seal.

- ☐ TERO Form M-1
- ☐ Driver's License
- ☐ Certificate of Degree of Indian Blood (CDIB)
- ☐ Tribal Citizenship Card
- ☐ Federal Identification Number or Social Security Number
- ☐ Equipment List (Over \$250 Value)
- ☐ Current Financial Statement (Profit & Loss Statement)
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- ☐ Copy of Bank Signature Card
- ☐ Three (3) Cancelled Checks for Accounts Payable
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- ☐ Any Licenses, Minority Certificates or Other Certificates If Applicable



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### **TERO FORM P-1**

## **APPLICATION FOR INDIAN PREFERENCE**

### **PARTNERSHIP DOCUMENTS**

- I. Documents needed for each Indian Owner:
  - a. Name and Address
  - b. Tribal Affiliation and Enrollment Number
  - c. Percent of Ownership
  - d. Amount of investment and method of investment
  - e. Percent of voting control and position in firm
  - f. Loan information – amount and lender identification
- II. Documents needed for each non-Indian owner:
  - a. Name and Address
  - b. Percent of Ownership
  - c. Amount of investment and method of investment
  - d. Percent of voting control and position in firm
- III. List any arrangement(s) that declares if any payment to non-Indian owners beyond their share of profit and salary, as indicated above
- IV. Provide by description any ownership options or agreements between owners which restricts ownership or control of Indian Owners



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### **TERO FORM M-1**

## **APPLICATION FOR INDIAN PREFERENCE PARTNERSHIP AND/OR CORPORATION MANAGEMENT DOCUMENTS**

### **MANAGEMENT**

- I. Provide for each owner (5 Percent or More)
  - a. Name and Address
  - b. Social Security Number
  - c. If Indian, Tribal Affiliation and Enrollment Number
- II. Description of duties in firm
- III. Education and Training
- IV. Previous Experience of Work in areas the firm intends to engage
- V. Control of Company/Firm
  - a. Name and Title
  - b. Ethnicity
  - c. List Names of Individuals (Owners and non-owners) responsible for:
    - i. Financial decisions
    - ii. Management Decisions
    - iii. Marketing and Sales
    - iv. Hiring and Firing
    - v. Purchasing



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## BUSINESS PORTFOLIO WORKSHEET

- ☐ Overview of the Business
- ☐ Resumes
- ☐ Capabilities of the Business
- ☐ Completed Projects with Pictures if Applicable
- ☐ Testimonials, Awards, Letters of Recommendation or Reviews

## CERTIFICATION

I, \_\_\_\_\_, HERBY CERTIFY THAT THE INFORMATION  
PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
NAME OF BUSINESS

\_\_\_\_\_  
ADDRESS OF BUSINESS

NAME: \_\_\_\_\_ (PLEASE PRINT)

TITLE: \_\_\_\_\_ (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE





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### 3. OWNERSHIP STRUCTURE – CHECK APPROPRIATELY

\_\_\_\_ SOLE PROPRIETOR    \_\_\_\_ CORPORATION    \_\_\_\_ PARTNERSHIP    \_\_\_\_ LLC

### 4. EQUIPMENT AND CAPITAL

LISTING OF ALL EQUIPMENT VALUED OVER \$250.00: \_\_\_\_\_

\_\_\_\_\_

IF RENTING/LEASING EQUIPMENT, PROVIDE RENTAL/LEASING AGREEMENT.

#### ADDITIONAL SUBMISSIONS

- A LETTER FROM YOUR BONDING COMPANY WITH THE AMOUNT OF PERCENTAGE & CAPACITY.
- MAJOR EQUIPMENT OWNED, STATE HOW OBTAINED.
- PROVIDE AMOUNT AND SOURCE OF ORIGINAL AND PRESENT CAPITAL, I.E. OWNER CONTRIBUTION, BANK LOAN, ETC.

### CERTIFICATION

I, \_\_\_\_\_, HERBY CERTIFY THAT THE INFORMATION  
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\_\_\_\_\_  
NAME OF BUSINESS

\_\_\_\_\_  
ADDRESS OF BUSINESS

NAME: \_\_\_\_\_ (PLEASE PRINT)

TITLE: \_\_\_\_\_ (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE